Copying reports to My Content

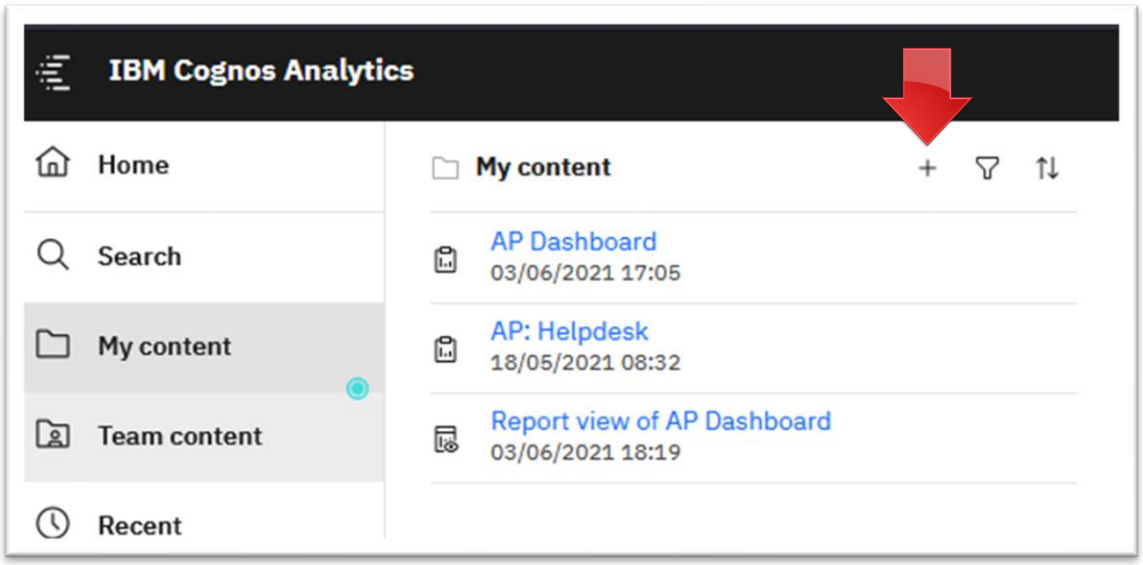
In order to set up a **report view** or **schedule**, the required report must first be copied from **Team content** to **My content**.

You do not need to create a new folder within **My content** but you may if it helps to keep your reports organised.

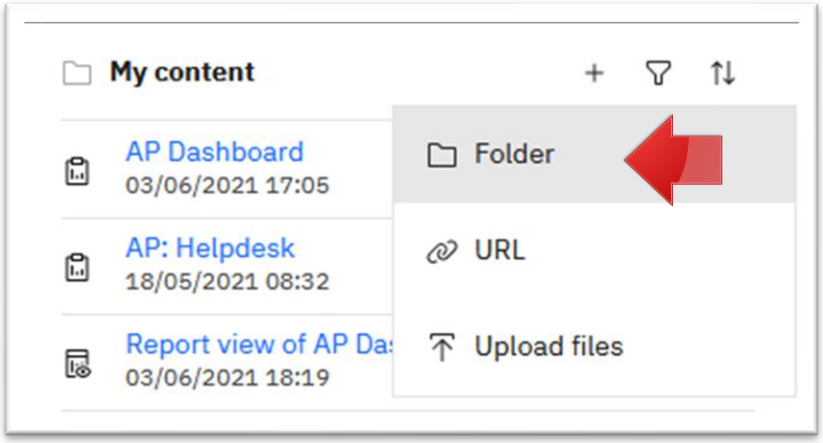
For this illustration a copy of **AP: Dashboard** will be taken and placed inside a newly created folder called **My Copied Reports,** within **My Content**.

1. Create a new folder

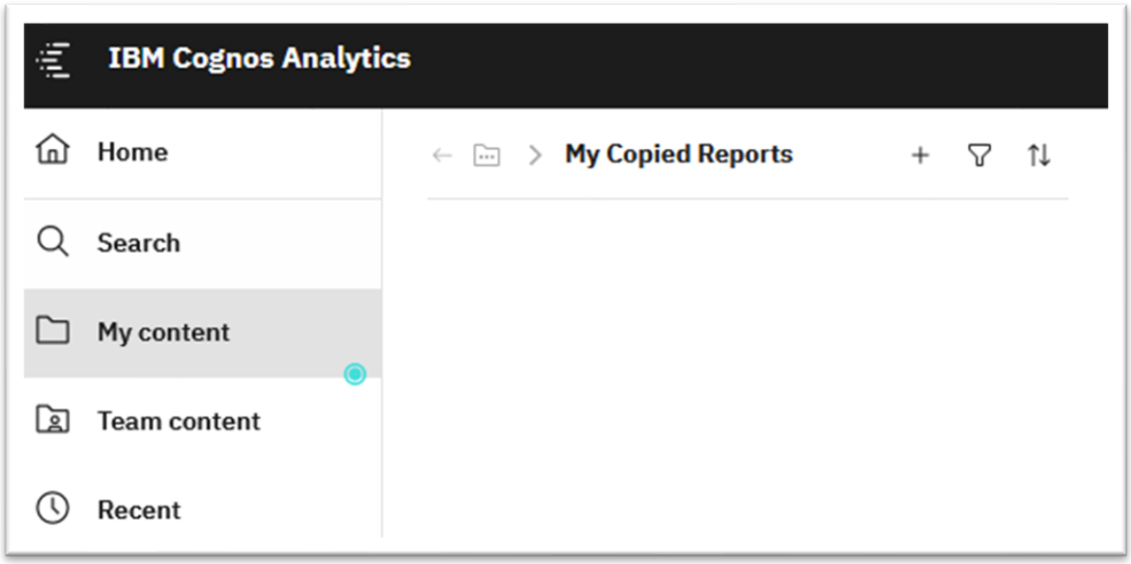
Navigate to My Content, select the **+** sign as indicated.



From the context menu, select folder.



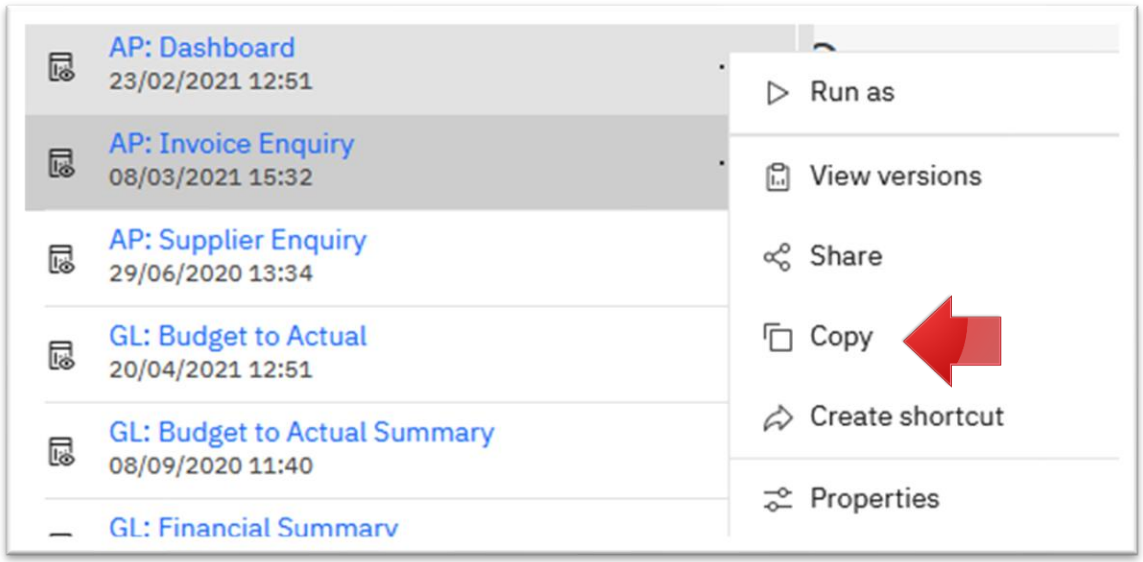
Enter a name for the new folder, e.g. *My Copied Reports.*



2. Copy a report

Go to the report you wish to copy by either searching for it by name or navigating to its location.

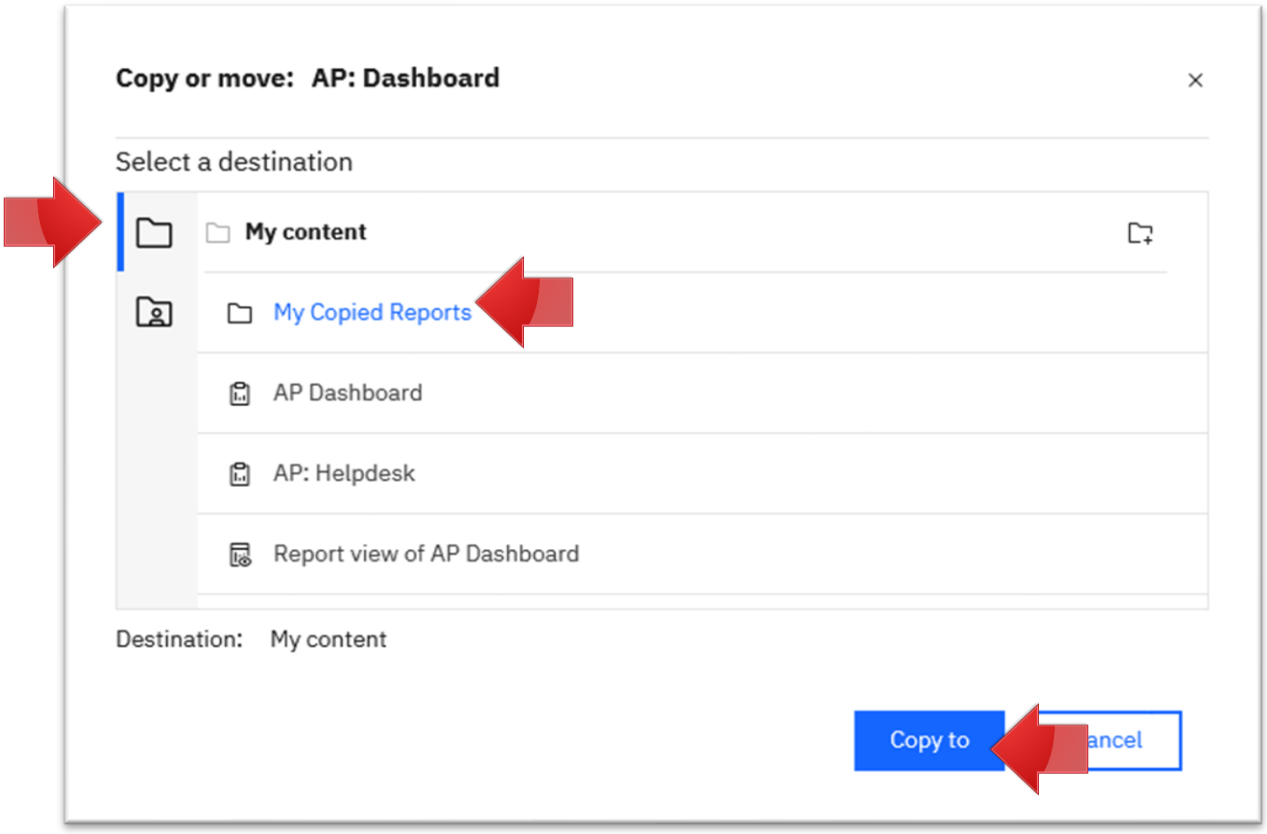
Select the ellipsis ... next to the report name to reveal the action menu and from there select **Copy.**

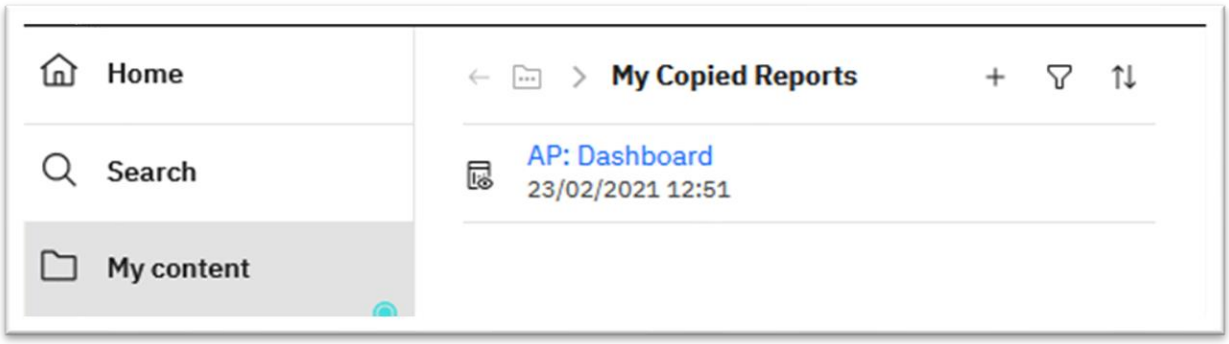


In the dialogue box that appears:

- select **My Content**
- select your new folder e.g. ***My Copied Reports***
- then select **Copy to**.

A copy of the report will now be placed in the selected folder.





3. Rename the copied report

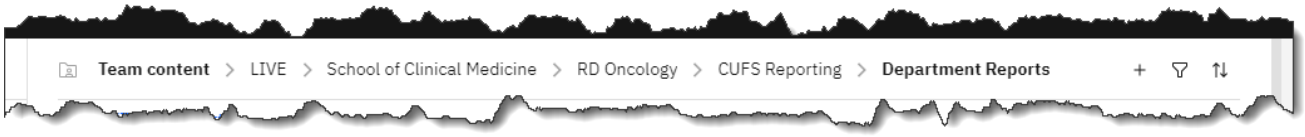
It is advisable to change the name of the copied report as soon as you make the copy. You need to make the name descriptive so you know what parameters you are saving, or what the schedule involves. You can make many copies of the same report, as required, so each one should have a different name.

4. Department Folders

You are the only person able to view items saved in My Content. If you wish to share a report across your department, you should save it in the following location rather than My Content:

- Team Content
- Live
- Your School
- Your Department
- CUFS Reporting
- Department Reports

Example:



Please ensure that you move anything that others in your department may need out of **My content** and into this location before leaving/moving departments.